

## FAQs: Prep for the February Primary: Completing Election Forms

<p>Are the forms used in 11/3/2020 election current or were some forms updated since 11/3/2020?</p>	<p>The Inspectors' Statement (EL-104 was updated to remove the option for a voter to cast a provisional ballot. POR Required no longer appears on the poll list for voters who did not submit POR when registering to vote by mail prior to April 4, 2014.</p>
<p>This is a MOST EXCELLENT webinar. Thank you!</p>	<p>Glad you liked it!</p>
<p>I have my Chief Inspector record which clock they are using to open and close polls as the first item so there is no question as to how they determine when polls open/ close.</p>	<p>That is a good practice once the clock they use is verified as keeping accurate time.</p>
<p>For optical scan municipalities they will only be recording their registered write-ins or valid unregistered write-ins. There is no need for them to re-write the names of ballot candidates from the tape, correct?</p>	<p>Correct, inspectors do not need to rewrite them on the tally sheets.</p>
<p>Can you please clarify--if we do not hand count (We use ICE machines) do we need to list the ballot candidates? We have always just used write in tally sheets provided by our County Clerks to account for our write ins. Are we missing something ?</p>	<p>The tally sheets are used for hand count paper ballots or to count write-in votes.</p>
<p>In the future, can you include the Incident Code designations on the Incident Log form? This would be very helpful.</p>	<p>We did provide examples of the incident codes in the training exercise and they are all listed on page three of the Inspectors' Statement (EL-104)</p>
<p>Just wanting to make it clear that not every municipality in the state has tabulators; therefore, "remaking" ballots does not apply. The language creates confusion and leads some to believe we are changing ballots due to this language. (Yes, I know what it means--not everyone does)</p>	<p>That is correct, hand count paper ballots are not remade.</p>
<p>We are told to put unregistered write-ins as scattering so we write that under the names' column regardless of who the name is.</p>	<p>If that is how your county clerk wants them reported, that is fine.</p>
<p>Is it necessary for ALL election inspectors working on that particular day to sign form EL-104?</p>	<p>Yes, all election inspectors should sign the EL-104 and you can add a separate page to do so.</p>

<p>I was on the phone so everyone needs to fill out the Tally sheet even if you have the DS200 that count the votes?</p>	<p>If you have the DS2000, tally sheets are used to count write-in votes.</p>
<p>So only if there are registered write ins. How do we know to count a write-in?</p>	<p>If there are not enough ballot candidates to fill the number of votes a voter is entitled to cast for the contest or a ballot candidate passes away. Please take a look at “Counting Write-In Votes” on our website.</p>
<p>What if we have no candidates on the ballot for a specific race, do we count all write-ins or only the registered write-ins?</p>	<p>All write-ins would count if there were not enough ballot candidates to fill the office position(s) for that contest.</p>
<p>What if the Photo ID on File box is checked, but it could have been checked quite a few years ago? The ID that was seen is likely to have expired since then. Can we truly rely on that box being checked?</p>	<p>Once a voter casting an absentee ballot by mail has provided acceptable photo ID, they do not have to provide it again for by mail absentee voting unless they change their name or address. Under state law, it does not matter if it expires for by mail absentee voting.</p>
<p>Are Relier clerks required to send the County Clerk copies of the Indefinitely Confined Applications for an absentee ballot?</p>	<p>Reliers provide that information to their WisVote providers so the information can be entered into the statewide voter registration system.</p>
<p>How do we handle it if a witness signature is missing?</p>	<p>Clerks should try to contact the voter to let them know that they need to bring their witness in to sign the certification and list their address. If it is within the applicable deadlines, the voter could spoil the ballot in writing and be issued another ballot.</p>
<p>If someone does drop an absentee application in your drop box, are you supposed to mail it back to them? Keep until after the date in-person absentee starts?</p>	<p>You cannot “hold” an absentee ballot application that is placed in your drop box before in person absentee voting starts 14 days before the election. Contact the voter and let them know you cannot honor it. The clerk can return it to them or the clerk can provide a new application for a ballot.</p>
<p>What if the clerk's staff did not write the correct seal number down on the Inspectors' statement and the Chief Inspector notices it is wrong?</p>	<p>The Chief Inspector should contact the clerk to determine if there was some type of error or other problem.</p>
<p>Is there a typo in point #3 on page 35? It does not seem to be correct.</p>	<p>It is correct. Voters cannot apply for by mail absentee ballots in the clerk’s office or leave an application in a drop box until in person absentee voting starts 14 days before the election.</p>
<p>Scattering is listed on the Election Night Call in Return Sheet. Clerks in our county were told scattering is the same as write-ins.</p>	<p>Scattering contains both registered and unregistered write-ins. We suggest following the instructions given by your county clerk.</p>

Can you go over what is required from a temporarily overseas voter if they are submitting a FPCA as their ballot request?	A temporary overseas voter can use the FPCA as a voter registration application and an absentee ballot application. They must provide proof of residence and photo ID. Here is a link to the tip sheets for UOCAVA voters: <a href="https://elections.wi.gov/node/7171">https://elections.wi.gov/node/7171</a> .
Will the tally sheet be revised for electronic ballot tallies?	The tally sheet is used for hand count paper ballots and write-in votes, not electronic ballot vote tallies.
If we scan and enter their ID in WisVote do we need to keep the hardcopy?	No, you do not.
Is the Express Vote a DRE (touch screen)?	No, Express Vote is a ballot marking device.
Could I get the page numbers again for counting ballots on the Tally Sheet?	The write-in information can be found on page 172 in the Election Administration manual and page 116 in the Election Day manual.
Why wouldn't there be enough time between the February Primary and the April Election for 30-day letter?	By the time the February Primary is reconciled, clerks will be bumping up against the April election if they send the 30-day response letter.
Richard said the clerk signs the pre-election. I believe that is the chief inspector.	You are correct.
if the machine counts the scattering/write in "Donald Duck", should the municipal clerks correct the tape?	If the equipment counts a name that is eligible to be counted, the tape should not be corrected.
Is it necessary for the County Clerk to sign the tally sheet when it is handed in on election night?	No.
Do you need to have all the election inspectors sign in and out on the inspectors' statement? I was just using a separate piece of paper.	It is fine to use a separate sheet of paper attached to the Inspectors' Statement.
What do you do if there is a selfie in there and not a real ID proof? How can this be changed out?	If the clerk finds a selfie or any other type of unacceptable photo ID submitted from a voter through the MyVote website, the clerk should attempt to contact the voter and ask for another form of photo ID. The absentee ballot request will not be processed until the clerk reviews and approves the photo ID provided by the voter.
Can this part of the form be changed to be more specific to what Town, City or Village the voter lives in? When County is responsible to enter Registrations, we are finding this info is missing causing extra work to find out what municipality the voter lives in.	Thank you for the input. We conducted extensive usability testing with voters and a committee composed of county and municipal clerks to develop the updated voter registration form.

<p>I think the City/Town of and Mailing Muni should be reversed. People are entering their mailing city in the City/Town of etc., area.</p>	<p>Thanks for the feedback.</p>
<p>Is it necessary to record the opening/closing of the polls on the incident log, or is the front page sufficient?</p>	<p>We recommend also recording the opening and closing of the polls on both the incident log and the front page of the poll book certification.</p>
<p>So, should poll workers be communicating with the clerk throughout the day with names of those who did not sign their envelopes so the clerk can attempt to contact them?? How else would the voter know to come in and cure their envelope?</p>	<p>The clerk should be looking for incomplete envelopes as they arrive so if there is time, the voter can be contacted. If a ballot comes in on election day and is incomplete, the clerk is not required to reach out to the voter, but they can if they have time and a phone or email to contact the voter.</p>
<p>Right - I understand that. I guess what threw me was the comment about waiting until after 8:00 to record those envelopes in the incident log. Poll workers are not waiting until 8:00 to "reject" those ballots. Are you saying they should be waiting until after the polls close to actually reject absentees for incomplete certification envelopes?</p>	<p>Yes, voters are allowed to come into the polling place by 8 pm to correct missing information on their absentee certificate envelopes. For example, the missing voter signature and/or missing witness signature (must bring witness in) and address.</p>
<p>But do voters HAVE to check each box? If they do not check each box, should we process the form?</p>	<p>It is not necessary for them to check the boxes. State law allows the voter's signature on the application as sufficient to confirm voter eligibility.</p>
<p>We only use this form for write-ins, we do not tally all ballots because the DS200 counts our votes.</p>	<p>Yes, that is correct. Tally sheets are for hand count paper ballots or write-in votes.</p>